

# CEA



## CAREER EXECUTIVE ASSIGNMENT

CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-EQUAL EMPLOYMENT TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

### EXAMINATION ANNOUNCEMENT – SERVICEWIDE PROMOTIONAL

**DEPARTMENT:** YOUTH AUTHORITY  
[www.cya.ca.gov](http://www.cya.ca.gov)

**POSITION TITLE:** \*SPECIAL ASSISTANT TO THE DIRECTOR, CEA LEVEL 1  
\*Subject to Control Agency Approval

**FINAL FILING DATE:** OCTOBER 5, 2004

**SALARY:** \$5768-\$7324

### DUTIES AND RESPONSIBILITIES

Under the direction of the Director and/or Chief Deputy Director of the Department of the Youth Authority, the Special Assistant to the Director, CEA Level 1 will serve as a member of the executive staff. The primary duties will include but will not be limited to: will provide a high-level support system to the Director and/or Chief Deputy Director on sensitive, critical and confidential issues facing the Department of the Youth Authority; will be responsible for relieving the Director and/or Chief Deputy Director of various administrative duties and details; will serve as liaison between the Director and/or the Chief Deputy Director's office by communicating directly with the Deputy Directors, Superintendents and other departmental administrators; will carry out administrative assignments, tasks, and requests on his/her own initiative; will independently research issues and information to assist the Director and/or Chief Deputy Director providing leadership, recommendations for program development, and operational oversight; and will interact with high-level government entities and control agencies including the Youth and Adult Correctional Agency, the Department of Finance, the Legislative Analyst's Office, the Legislature, community leaders and community based organizations involved in providing services to our clients (wards, parolees, parents, victims).

### EXAMINATION INFORMATION

The examination process will consist of an application and Statement of Qualifications screening committee. The minimum qualifications, desirable qualifications and desirable characteristics listed on Page 2 will be used as the standard to screen the applicants.

Applicants are required to submit a State application, resume, and a **one-page** Statement of Qualifications with specific information on how their background, knowledge, skills and abilities meet the minimum qualifications and desirable qualifications. Should the screening committee and the Director deem it necessary, interviews may be conducted with the most qualified candidates. All candidates will be notified of the results of the examination.

The result of this examination will be used only to fill the position of Special Assistant to the Director, CEA 1. Applications will be retained for twelve months. Should a subsequent vacancy occur for Special Assistant to the Director, an appointment may be made from those candidates filing for this examination

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE ILLEGAL USE OF DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

#### **Either I**

Must be a civil service employee with permanent civil service status.

#### **Or**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

#### **Or**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

#### **Or III**

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

#### **And**

1. Knowledge of the organization and functions of California State Government, including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; knowledge of equal employment opportunity and anti-discrimination programs.
2. Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and contribute to the Department's equal employment opportunity objectives.

The above knowledge and abilities are expected to be obtained from broad supervisory/administrative experience with substantial participation in the formulation, operation and/or evaluation of program policies. (Experience may have been paid or volunteer, in State service, in other government setting, or in a private organization.)

### **DESIRABLE QUALIFICATIONS**

- Varied administrative and/or supervisory experience with participation in the formulation, execution and/evaluation of program policies
- Knowledge of the organization and functions of the California State Government, including the organization and practices of the Legislature and the Executive Branch
- Knowledge of the Department of the Youth Authority and Youth and Adult Correctional Agency's mission, operations, and organizational structure
- Knowledge of the Department of the Youth Authority's policies and responsibilities of the various department segments
- Knowledge of the philosophy and policy of the Director of the Department of the Youth Authority and his administration
- Demonstrated ability to work together collaboratively with the Youth and Adult Correctional Agency; legislative staff; high-level officials within the State and federal governments; special interest groups; community leaders, the public; and staff
- Ability to advise the Director and Chief Deputy Director on a wide range of sensitive, critical and confidential issues, and on the formulation, coordination, and implementation of Department-level policies and procedures
- Ability to effectively respond to unforeseen circumstances.
- Demonstrated successful interpersonal, organizational, and leadership skills.
- Knowledge of financial and fiscal management.
- Well-developed oral and written communication skills
- Demonstrated flexibility, tact, and judgment necessary to perform in the capacity of a Special Assistant to the Director

#### DESIRABLE CHARACTERISTICS

**Leadership:** Demonstrates vision, integrity, ethics, accountability, and accepts the responsibility of being a leader.

**Critical Thinking:** Includes analyzing and evaluating information and complex situations, problem solving, decision-making, and conceptualizing.

**Personnel Management:** Demonstrates self-awareness and assesses performance; understands and values diversity; develops and coaches staff; listens; provides feedback; effectively implements the recruitment, hiring and selection process; and prevents and resolves conflict.

**Facilitating Change:** Includes ability and willingness to adapt to new technology, be flexible when situations change, and work in a challenging environment.

**Resource Management:** Includes understanding and managing financial, information technology, and space resources.

**Communication:** Includes active listening, choosing an appropriate medium to present information and/or ideas, articulating information clearly and concisely in speech and in writing, giving and receiving feedback.

**Organizational Awareness:** Understands the internal and external systems, environment, culture, processes, policies and procedures, and how decisions are made.

**Planning:** Includes assessing situations, setting and monitoring goals, delegating, managing implementations and projects, and evaluating outcomes.

**Service Orientation:** Includes focusing on effectively providing appropriate services to youthful offenders, the public, and identified stakeholders.

**Collaboration:** Includes partnering, teamwork, building alliances, looking for win-win solutions, and building participative processes.

**Professional Traits:** Includes strong work ethics, fairness, and honesty; is approachable, well balanced; possesses compassion, people skills, confidence, and intelligence.

#### FILING INSTRUCTIONS – File by October 5, 2004

Interested applicants must submit:

- A Standard State Application (Form 678) with **civil service titles, and beginning and ending dates of employment.**
- A “Statement of Qualifications.” The Statement as indicated on Page 1 is a narrative discussion of how the candidate’s education, training and experience, special skills meet the minimum and desirable qualifications. The Statement should be typed and **no** more than **one** page. Resumes do **not** take the place of the Statement of Qualifications.
- The application, Statement of Qualifications and resume must be submitted by **October 5, 2004**, to:

Department of the Youth Authority  
Selection Services Bureau  
4241 Williamsborough Dr., St. 115  
Sacramento, CA 95823  
Attn: Cecilia Perrin, Associate Personnel Analyst

**APPLICATIONS RECEIVED WITHOUT THE REQUIRED “STATEMENT OF QUALIFICATIONS” WILL NOT BE ACCEPTED.**

#### ADDITIONAL INFORMATION

Questions regarding this examination should be directed to Cecilia Perrin, Associate Personnel Analyst, Selection Services Bureau, at [cperrin@cya.ca.gov](mailto:cperrin@cya.ca.gov) or (916) 262-2718.

**Mission Statement:** The mission of the California Department of the Youth Authority is to protect the public from criminal activity by providing education, training, and treatment services for youthful offenders committed by the courts; assisting local justice agencies with their efforts to control crime and delinquency; and encouraging the development of state and local programs to prevent crime and delinquency.

STATE OF CALIFORNIA  
ARNOLD SCHWARZENEGGER  
GOVERNOR

YOUTH AND ADULT CORRECTIONAL  
AGENCY  
RODERICK HICKMAN  
AGENCY SECRETARY

DEPARTMENT OF THE YOUTH  
AUTHORITY  
WALTER ALLEN III  
DIRECTOR

